

# Town of Pine Bluffs

**JOB TITLE:** UTILITIES/PUBLIC WORKS DIRECTOR

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Utilities/Public Works

**SUMMARY:** Under direction from the Town Administrator this position plans and directs the City's utility, public works, and maintenance programs. This position exercises independent judgment and discretion in the interpretation of engineering problems related to the City's works programs. This position also assumes responsibility for efficient and productive development and construction of a variety municipal inspections and utilities; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

- Helps to produce and is responsible for department management and implementation of the budget.
- Handles major purchases, construction jobs, and contractor interface using independent judgment.
- Responsible for directing electric, water and wastewater field operations.
- Submits documents to both State and Federal Agencies.
- Handles administration of the department.
- Inspects construction sites and enforces codes.
- Represents the City at some governmental meetings.
- Supervises various activity reports, reviews proposed plats, development plans, and drawings.
- Represents the City and dealing with other governmental jurisdictions, private firms, and the general public.
- Initiates studies or program review following suggestions made in Council meetings or public inquiry by own judgment.
- Assists in the design of utilities, drainage improvements, buildings, and other City facilities.
- Instructs crews and handles personnel matters and residential complaints.
- Delegates work, approves leave, and completes performance evaluations.
- Responsible for timely maintenance and upkeep of all Town facilities, parks, cemetery, and airport.
- Responsible for solid waste operations.
- Performs a key role in emergency management situations including restoration of City services, debris removal and contract management.
- Responsible for the implementation of safety training and employee development programs within the Department.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal laws concerning recreational activities and pool safety.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of operation of a variety of sanitation and heavy equipment and vehicles including commercial or residential packers and cranes.
- Knowledge of health and safety regulations related to department operations.
- Knowledge of City maps, routes and geography.
- Knowledge of customer service practices.
- Skill in performing heavy manual tasks for extended periods of time in all weather extremes.
- Skill in following oral and written directions.

- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Substantial knowledge of municipal public works, planning, design, and administration

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A four (4) year degree from an accredited educational institution equivalent to a Bachelor of Civil Engineering, Public Administration or related field is required. A minimum of five years of progressively responsible experience in public works or utility management or a closely related field is required. An equivalent combination of education, experience and training may be substituted for minimum requirements. Possession of a valid Commercial driver's license, Class B and a clean driving record. Possession of a Level II in Collection and Distribution. Applicant must also possess a State of Wyoming Journeyman Certificate. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare budgets, safety manuals, work orders, operation guides, instructions, letters, memos, journals, maps, drawings, and financial reports.

**OTHER SKILLS AND ABILITIES:**

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to plan, assigns, supervise, and coordinate the activities of several divisions of the Department.
- Ability to determine long-range needs for expansion and reconstruction, and to plan and organize work for the efficient accomplishment of such objectives.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

**WORK ENVIRONMENT/ADA:** Work involves light to strenuous activity. Work involves long hours of manual labor with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, mechanical equipment and weather. There is frequent need to stand, stoop, walk, sit, climb in high areas, lift heavy objects (up to 100 pounds) and perform similar other actions during the course of the workday.. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. While performing the duties of this job, the employee may be required work in noisy conditions, heat, humidity, bright sunlight. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 25-100 Pounds  
**Environment:** Outside in various weather conditions  
**Hearing:** Low to noisy conditions

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.

